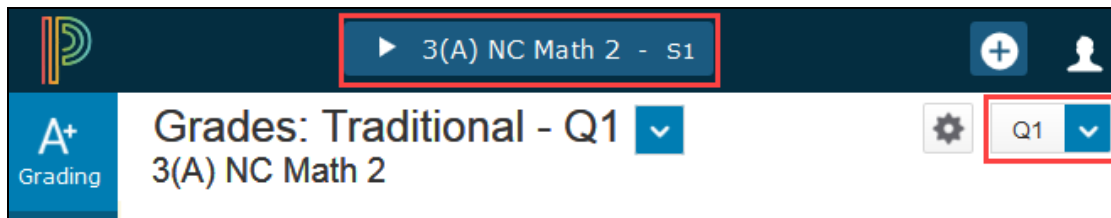


PTPro – Setting Final Grade Status

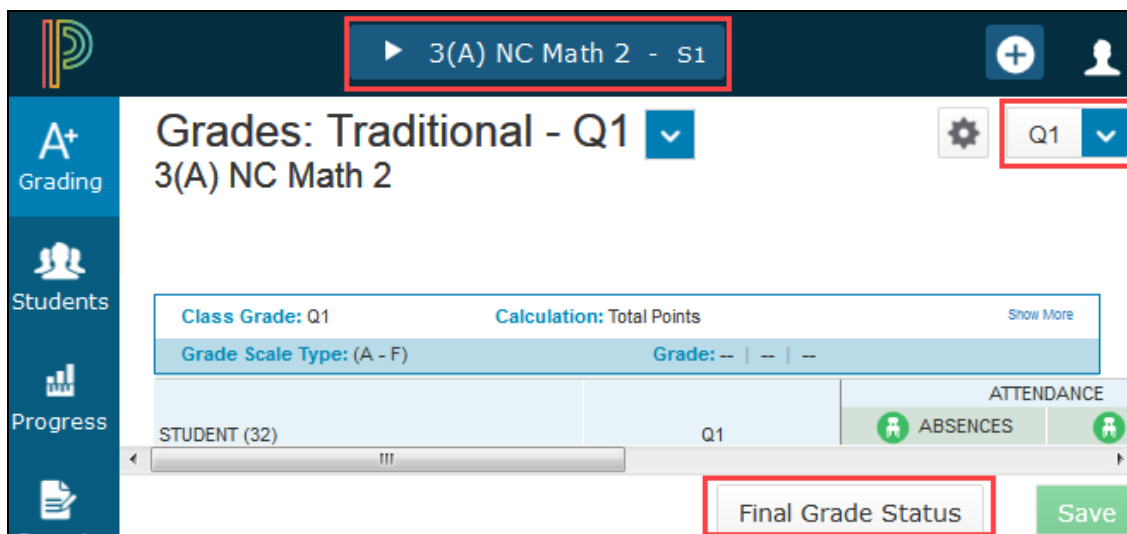
PowerTeacher Pro (PTPro) – Teachers Set Final Grade Status

When the teachers are finished with their grades and are ready to let school administrators know they are finished grading, they will need to set the Final Grade Status.

1. Choose the class from the Class Selector
2. Choose the Reporting Term from the Term Selector



3. In the A+ Grading charm, at the bottom of the Traditional grades, Standards Grades, or the Comment Verification pages, click **Final Grade Status** button.



4. In the dialog box, select **(term) Final Grades are Complete** checkbox.

Q1 Final Grade Status [X]

☐ Q1 Final Grades are Complete

Comment

Characters Left: 200

Save

5. Enter a comment as needed.
6. If not ready to set that status to final, leave the checkbox blank and enter a comment for the administrator(s) in the Comment field. (Optional, include information on when you will have your grades finalized.)
7. Click **Save**

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